

How to Change a Final Parenting Plan

For Parties Who Agree

Use these instructions ONLY if you have a final parenting plan in place and:

- You want to change the visitation schedule or the person the child lives with most of the time and if needed,
- You want a new child support order because of the changes to your old parenting plan.

Do not use these instructions if you **only** want to change child support. Please see Family Law instructions, C-1 or C-3 (*How to Change Child Support*).

Talk to a lawyer if you can.

These instructions are legal *information*, not legal *advice*. It's a good idea to talk to a lawyer before you file any forms. You can contact the King County Bar Association to ask for a referral. If you cannot afford a lawyer, you can:

- Find a lawyer to help you with the *most difficult* parts of your case, such as reviewing your forms, explaining how to get ready for court, and confirming this is the best legal action for your case. This will cost less than hiring a lawyer for your whole case.
- Ask the Family Law Facilitators' office for a list of low-cost and free legal resources.

Important! If you are changing an out of county or state custody decree/order or parenting plan, you will need to file the following forms with the Clerk's office **first** before you can proceed with step 1:

The Clerk will ask you to pay a filing fee. If you cannot afford to pay the fee, ask for an application to let you file for free. This application is called a *Motion and Declaration for Waiver of Civil Filing Fees and Surcharges* (Seattle or Kent).

All of these forms can be downloaded at: www.kingcounty.gov/courts/scforms.aspx

Form Name	Form Number	Notes	Completed
Case Assignment Designation			<input type="checkbox"/>
Confidential Information Form	DRPSCU 09.0200		<input type="checkbox"/>

This form can be downloaded at: www.courts.wa.gov/forms

Petition for Modification of Custody Decree/Parenting Plan	DRPSCU 07.0100		<input type="checkbox"/>
File a certified copy of your current parenting plan/custody decree			

Step 1: Schedule your hearing date

This form can be downloaded at: www.kingcounty.gov/courts/scforms.aspx

Form Name	Form Number	Notes	Completed
Note For Motion Docket	Seattle or Kent	Choose a hearing date that will be at least 14 days from the date that you file this form with the Clerk's office	<input type="checkbox"/>

Step 2: Both parties must go to a Family Law Orientation and Parenting Seminar

You **must** both go to a class called *Family Law Orientation* (if you are not represented by an attorney) and a parenting seminar called "*What About the Children*" before you can finalize your case.

Exception: You do not have to go to these classes if you have taken them before.

Go to Family Court Services to find out the cost and how to sign up.

Step 3: Fill out these forms and take them to your final hearing

You may have to pay a fee for review of your documents at the final hearing.

All of these forms can be downloaded at: www.courts.wa.gov/forms

Confidential Information Form	DRPSCU 09.0200		<input type="checkbox"/>
Parenting Plan	PS 15.0600	For divorce cases, use WPF DR 01.0400 For paternity cases, use WPF PS 01.0400	<input type="checkbox"/>
Order Re Modification of Custody Decree/Parenting Plan	DRPSCU 07.0400	File this out the way you would like the court to rule	<input type="checkbox"/>

If you are requesting a new child support order, you will also need:

Child Support Worksheets	WSCSS-Worksheets	WSCSS-Worksheets RDP (Registered Domestic Partnership)	<input type="checkbox"/>
Child Support Schedule & Instructions	Use this information to calculate Child Support Worksheets. Online Child Support Calculation software is available at https://fortress.wa.gov/dshs/csips/ssgen/		
Child Support Order	DR 01.0500		<input type="checkbox"/>

Warning! Do not leave the courthouse with the original signed orders.